

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
CHILDREN AND FAMILIES PROGRAM DIRECTOR

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Candidates on a Current Exam Certification List OR Lateral Transfer**

Location: Hartford, CT

Job Posting No: LR43396PD

Hours: 40

Salary: \$ 90,282.00-\$123,104.00 Annually

Closing Date: November 13, 2014

The Department of Children and Families is currently recruiting for a Program Director in Hartford at Central Office, in the Clinical and Community Consultation and Support Division. This position is a permanent, full time, 40 hour per week. The role of Program Director of the Office of Child Welfare, Early and Middle Childhood involves the development, implementation and evaluation of a myriad of child welfare initiatives and practice changes as well as programs specifically designed to address the needs of key cohorts in partnership with regional office operations. In addition, it provides the management and oversight of program development and oversight coordinators with various scopes of work.

Eligibility Requirement: Directs the staff and operations of the assigned area of responsibility; coordinates and formulates program goals and objectives to conform with Department policies, standards and legal matters; develops or assists in the development of related policy; assists in directing and coordinating allocation of staff and resources to maintain service delivery system or program; manages systems/programs to ensure compliance with federal, state and department mandates; interprets and administers pertinent laws; identifies training and development needs of staff; evaluates staff; develops and monitors budgets for specific program or administrative areas; maintains liaison with individuals and organizations that impact on area or program activities; speaks before professional and lay groups; represents Commissioner in community and public relations activities within area as assigned; prepares and/or analyzes management reports including reports detailing area activities, program operations and client statistics; evaluates programs and professional social work services provided to children and families; identifies needs of children and families for purposes of determining available community resources; reviews work of assigned areas for general efficiency and effectiveness with target client populations; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of and ability to apply management principles and techniques; knowledge of standards of practice and administration of programs dealing with children and youth; knowledge of impact of cultural issues on service delivery and staff relationships; considerable interpersonal skills; considerable oral and written communication skills.

General Experience: Nine (9) years' professional experience in the field of child welfare programs, children's protective services, foster services, adoption or social and human services.

Special Experience: Two (2) years of the General Experience must have been in a managerial capacity with responsibility for planning, development, implementation or supervision of administrative or program services in child welfare, children's protective services, children's mental health or juvenile justice. For state employees, this is at the level of Children and Families Program Manager.

Substitutions Allowed:

College education may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree or other advanced degree in the behavioral sciences, public administration, education, social work or a closely related field may be substituted for one (1) additional year of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) SUPERVISORY references (current state employees please provide last two Service Ratings in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting # LR43396D.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: Lena Romanelli

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.